

Brett Robinson

From: Kimberly Rodrigue <kimmie6262@gmail.com>
Sent: Thursday, August 04, 2016 5:12 PM
To: Brett Robinson
Subject: Re: Advisory Opinion Follow-up
Attachments: HM SAL contact info (updated).pdf

Follow Up Flag: Follow up
Flag Status: Flagged

See below.

1) What applicants/projects were you assigned to while you were employed by GOHSEP with who Arcadis has contracted?

None. Currently, Arcadis has a contract with W. Feliciana, and I have never been the supervisor of this Parish nor have I ever managed any of their projects.

2) What does the acronym SAL mean?

State Applicant Liaison. The SAL position is the liaison between GOHSEP and FEMA.

3) What were your job duties as a Non-Disaster Grants Teams Lead?

Manage 5-6 people in the area of non-disaster grants. I supervised daily activities, administrative duties, timesheets, etc. I did not have a specific Parish assigned directly to me, as I was the supervisor over this program. Furthermore, this was well over 5 years ago, and shouldn't present an issue as most of the projects under this team have been closed out.

4) What types of applicants and projects did your supervise as the SAL Team Lead?

My TEAM managed projects with Parishes across the lower half of the State to include Regions 1, 4, and 5 (see attached Region map. This map is revised without me on it.). All HMGP and Non-Disaster grants project types - elevations, acquisitions, drainage projects, and reconstructions. I did not directly manage any Parishes (applicants) or projects. I managed my team's daily activities, administrative duties, timesheets, etc.

5) What type of guidance is given to Hazard Mitigation applicants including the mitigation grant process?

There are many manuals that are available for applicants to use to administer this grant program. The mitigation grant process can be found here: <http://gohsep.la.gov/GRANTS/RECOVERY-GRANTS/Hazard-Mitigation-Assistance/Hazard-Mitigation-Overview>. We have conducted several "Road Shows" across the State that teaches applicants about the programs and how to manage projects at the Parish level.

6) Did your work with GOHSEP involving any projects funded by FEMA, LCDBG/HUD, CDBG/Disaster Recovery, USDA?

All HMGP and Non-Disaster Grants are funded by FEMA,

7) If so, which agencies and what projects?

FEMA

8) How would you coordinate with GOHSEP/FEMA projects as a liaison on behalf of Arcadis? Specifically, please explain who and what you would typically need from GOHSEP.

I would be creating new applications for Parishes on new money that will be available in the future. I would write the applications that GOHSEP will review and either send to FEMA for approval, or ask for more information to expound on the project. This is typically a back and forth process between GOHSEP and the Parish and is then passed to the consultant (me) from the Parish. Unless specifically stated from the Parish, I would not coordinate directly with GOHSEP. Most coordination would be done from the Parish to GOHSEP and vice versa.

9) You mentioned that all of your work with Arcadis will be conducted on applicants/projects that you have not had direct involvement in since October 2011. How do you plan to distinguish between those projects and the ones you have worked on since then?

All projects that I will be working on will be new projects. The old projects from 2011 should be closing soon. Also, those projects do not need a consultant at this point, so I would not be working on them.

10) If it is possible, could you please provide an org chart of your position and the positions you supervised in relation to your supervisor.

The Org Chart can be found here: <http://gohsep.la.gov/ABOUT/ORGANIZATIONAL-CHART>

I did not have any authority to approve projects, deny projects, or any signature authority. My role as team lead was to manage the 3-4 SALs assigned to me for administrative duties only.

On Thu, Aug 4, 2016 at 4:37 PM, Brett Robinson <Brett.Robinson@la.gov> wrote:

Good afternoon Kimberly,

I recently received your advisory opinion request concerning your post-employment restrictions after leaving GOHSEP. Please answer the following questions in order for the Board to more properly respond to your request:

- 1) What applicants/projects were you assigned to while you were employed by GOHSEP with who Arcadis has contracted?
- 2) What does the acronym SAL mean?
- 3) What were your job duties as a Non-Disaster Grants Teams Lead?
- 4) What types of applicants and projects did you supervise as the SAL Team Lead?
- 5) What type of guidance is given to Hazard Mitigation applicants including the mitigation grant process?
- 6) Did your work with GOHSEP involving any projects funded by FEMA, LCDBG/HUD, CDBG/Disaster Recovery, USDA?
- 7) If so, which agencies and what projects?
- 8) How would you coordinate with GOHSEP/FEMA projects as a liaison on behalf of Arcadis? Specifically, please explain who and what you would typically need from GOHSEP.

9) You mentioned that all of your work with Arcadis will be conducted on applicants/projects that you have not had direct involvement in since October 2011. How do you plan to distinguish between those projects and the ones you have worked on since then?

I may have more questions based on your responses. If it is possible, could you please provide an org chart of your position and the positions you supervised in relation to your supervisor.

Thanks,

Brett Robinson

Attorney

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